

## SHELTER MANAGEMENT TEAM

<b>DESCRIPTION</b>	The Shelter Management Team coordinates and manages resources in a congregate care facility, to provide a safe, accessible, and secure shelter environment for disaster survivors
<b>RESOURCE CATEGORY</b>	Mass Care Services
<b>RESOURCE KIND</b>	Team
<b>OVERALL FUNCTION</b>	The Shelter Management Team serves as a core management team for shelter operations, including resident and facility support services
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> <li>2. Order a National Incident Management System (NIMS) Type 1 Shelter Management Team for all Long-Term Shelters</li> <li>3. Order a NIMS Type 1 Shelter Management Team for all NIMS Type 1 Short-Term Shelters</li> <li>4. Order a NIMS Type 2 Shelter Manager Team for all NIMS Type 2, 3, or 4 Short-Term Shelters</li> <li>5. Public health, behavioral, medical, support for household pets, service and assistance animals, security, and child care are not part of the Shelter Management Team and requestor should order these positions separately</li> <li>6. The Shelter Management Team does not include shelter staff; refer to the National Mass Care Strategy (NMCS) Sheltering Guidance Aid and Staffing Matrix for sample staffing ratios</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	NOTES
<b>MINIMUM PERSONNEL PER TEAM</b>	8	4	Not Specified
<b>MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM</b>	1 - NIMS Type 1 Shelter Manager	1 - NIMS Type 2 Shelter Manager	Not Specified
<b>SUPPORT PERSONNEL PER TEAM</b>	2 - NIMS Type 2 Shelter Manager 1 - NIMS Type 1 Feeding Services Manager 2 - NIMS Type 1 Resident Services Leader 2 - NIMS Type 1 Shelter Facilities Support Team Leader	2 - NIMS Type 3 Shelter Manager 1 - NIMS Type 2 Feeding Services Manager	NIMS Type 2 and NIMS Type 3 Shelter Managers function as assistant managers in these positions.

## NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.

## REFERENCES

1. FEMA, NIMS 509: Access and Functional Needs Advisor
2. FEMA, NIMS 508: Evacuation Shelter
3. FEMA, NIMS 509: Feeding Services Team Leader
4. FEMA, NIMS 508: Long-Term Shelter
5. FEMA, NIMS 508: Short-Term Shelter
6. FEMA, NIMS 509: Shelter Facilities Support Team Leader
7. FEMA, NIMS 509: Shelter Manager
8. FEMA, NIMS 509: Shelter Resident Services Leader
9. FEMA, National Incident Management System (NIMS), October 2017
10. FEMA, Commonly Used Sheltering Items and Services Listing, August 2011
11. FEMA, Planning for Integration of Functional Needs Support Services in General Population Shelters, November 2010
12. International Association of Venue Managers (IAVM)/American Red Cross, Mega-Shelter Planning Guide, October 2010
13. National Mass Care Council, Shelter Guidance Aid and Shelter Staffing Matrix, October 2010
14. National Mass Care Council, Multi-Agency Sheltering/Sheltering Support Planning Template, October 2014
15. US Department of Justice, Americans with Disabilities (ADA) Checklist for Emergency Sheltering, July 2007
16. US Department of Justice, Guidance on the 2010 ADA Standards for Accessible Design, September 2010